



How to Apply for a Job at the U.S. Embassy Conakry

TO APPLY

You must submit ALL of the required information in the vacancy announcement. If you submit an incomplete application, your application will not be considered. A complete application includes the following:

1. **Application Form:** You can pick up this form at the U.S. Embassy's main entrance or find it on the internet at http://conakry.usembassy.gov/job_opportunities.html.
2. **Copies of your supporting documents:** This is to support eligibility and show you are qualified.
 - a. Examples include required work and/or residency permits, education transcripts and/or diplomas, essays, certificates, awards, letters of recommendation, proof of employment.
3. **U.S. Veterans Preference Form:** This applies only to U.S. Veterans, for hiring preference.

SUBMIT APPLICATION TO

Leave your application at the U.S. Embassy's main entrance, or email it to ConakryHR@state.gov.

Attention: Human Resources
P.O. Box 603
Transversale N0.2
Centre Administratif de Koloma
Commune de Ratoma
Conakry, République de Guinée

POINT OF CONTACT

Telephone: 655 10 40 00 Fax: 224 -655 10 42 97

Applications must be submitted by close of business (COB) on the Closing Date. Late applications will not be accepted.